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June 30, 2022

Mr. Bert C. Peñalosa  
OIC, Head, Department of Business and Management  
College of Management and Economics  
Visayas State University  
ViSCA, Baybay City, Leyte  
6521-A, Philippines

Dear Mr. Peñalosa,

I'm writing in response to the university website's job posting for the Instructor I position in the department of business and management. I'm confident that the institution would find my training and experience to be a valuable asset.

I was quite proud of the extra effort I put forth to educate students on the fundamental concepts of this field. I became accustomed to the activities after five years of working at the Department of Business and Management. It helps me develop personally and professionally. As a result of the opportunities, I was able to develop and select the appropriate future career path.

I would appreciate the chance to discuss the position in the upcoming weeks. Please review my résumé and other requirements that I have included. If you have any more questions regarding the application, please get in touch with me at any time using the above information. I appreciate your consideration and time very much.

Sincerely,

  
WELLA MARIE D. ALACIO